



NURSE PRACTITIONER PROGRAM GUIDELINES FOR APPROVAL VISITS

California Code of Regulations, Section 1484 defines the standards of education for nurse practitioner programs. Board approval of a program enables graduates to apply for Board certification as a nurse practitioner based on the successful completion of a program of study which conforms to Board standards. Current Board policy is to conduct site visits to approve nurse practitioner programs every five years and more frequently if deemed necessary.

The purpose of the visit is to do an in-depth on site evaluation to assess the program's compliance with the Board's rules and regulations. The visits are made by the Nursing Education Consultants.

These guidelines provide nurse practitioner programs with specific information relative to preparation for the approval visit.

SCHEDULING OF VISITS

The Board maintains a master calendar for approval visits and every effort is made to schedule the visit on mutually acceptable dates. The program will be contacted in the previous school year before a visit by its Nursing Education Consultant to arrange the specific date(s).

PREPARATION FOR THE VISIT

One year preceding the visit, the program director will receive the following materials:

- Guidelines for Approval Visits
- NP Program Evaluation Survey Instructions
- BRN Criteria and Evidence for Approval of a Nurse Practitioner Program
- NP Program Data Form
- NP Program General Info
- Nurse Practitioner Program Required Curriculum Content form
- Nurse Practitioner Program Report on Practice Sites form
- BRN Report on Nurse Practitioner Program Faculty form
- BRN Guidelines on Standardized Procedures.
- Approval process questionnaire
- Criteria for Furnishing
- Furnishing Number Application for a Nurse Practitioner

- Application for Certification as a Nurse Practitioner.

REPORTS

The "BRN Criteria and Guidelines for Approval of a Nurse Practitioner Program" specifies the criteria for nurse practitioner programs and guidelines for demonstrating compliance with the criteria. The program should utilize this document in completing the self-evaluation report.

Prepare four (4) copies of the self-evaluation report.

No less than eight (8) weeks before the visit, submit the **two (2)** copies of the report, **two (2)** copies of the school catalogue, **and one (1)** complete set of course descriptions, outlines and syllabi to the Nursing Education Consultant assigned to your program. The reports should be submitted to:

Board of Registered Nursing
P O Box 944210
Sacramento, CA 94244-2100
Attn: Name of NEC

VISIT SCHEDULE

Approximately six (6) to eight (8) weeks before the visit, the consultant will send the program a letter confirming the visit dates; specifying the activities which should be scheduled during the visit; and requesting a tentative schedule and campus maps for the approval visit be submitted two weeks before the visit.